

WISHA Interim Operations Memorandum
Washington Department of Labor and Industries
#97-7-D
(IMIS Compliance Instruction 97-1)
CODING THE WISHA-1 INSPECTION REPORT FORM

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WISHA Policy & Technical Services

Date Issued: July 25, 1997

Background

Issued December 30, 1996, WISHA Interim Operations Memorandum #96-12-C addressed appropriate coding of the WISHA-1 Inspection Report Form. The memo (and IMIS Compliance Instruction 96-6) updated the "optional information" codes and clarified instructions for their use. As reports with codes numbered larger than "20" were processed, error reports were received from the IMIS host computer in Washington DC. In researching the issue, IMIS was notified that states are limited to a maximum of twenty optional information identification numbers.

Since WISHA had no previous knowledge of the limitation, the decision to assign unique numbers to most of the codes had appeared to be the best solution to WISHA's monitoring, tracking, and reporting needs. Now that the limitation is known, a different approach is necessary. While more than one of the same optional information *number cannot* be used on any one report, more than one *value* within each number *can* be used (see table below).

This combined interim memo and IMIS compliance instruction cancels and supersedes both WIM #96-12-C and IMIS Compliance Instruction 96-6; however, the substantive change is minor and solely the result of system limitations. Central office will identify and correct optional information for all previous reports submitted in accordance with previous guidance but in need of modification due to this change.

Policy

1. WISHA compliance inspectors must provide all applicable 'optional information' codes in box 42 of each WISHA-1 inspection report form (see attachment for list of current codes). Separate each value of the same ID # with a space or a comma. A continuation sheet must be used if additional space is needed to record all that apply.
2. Code S 1, employer's UBI number (or a check-mark (☉) to indicate it was looked for but did not exist), is mandatory for *all* inspections. Other codes must be used as appropriate whenever one or more of the following applies (regardless of whether violations are cited):
 - More than one employer inspected at site.
 - A joint or coordinated inspection.
 - A focused inspection.
 - An order of immediate restraint.
 - Inspection of an agriculture employer.
 - Evaluation of exposure to any of the specific safety or health hazards for which a code is assigned.
 - Inspection of a law enforcement employer.
 - A "controlling employer" (*Stute*) citation.

--policy continues on reverse of page--

WISHA 1 Box 42, Optional Information Codes:
As of July 25, 1997

Description	Type CodeID	Value
<u>National Codes:</u>		
- *Multi-Employer Worksites	N 1	Inspection #
*NOTE: When more than one employer is inspected at the same site, <i>one</i> inspection number is used to link all inspection activity at that site. Enter the inspection number of the controlling employer in this box on all inspections at the site, including the controlling employer's inspection. If the controlling employer is not inspected, use one inspection number from <i>one</i> of the other inspections conducted at the site to link all inspection activity at the site.		
- Focused Insp'n - Controlling Employer	N 14	Focus, C, # (# subs at site)
- Focused Insp'n - Sub Contractor(s)		Focus, S
<u>Employer Identification:</u>		
- UBI Number (<i>Enter on ALL inspections</i>)	S 1	##### (9-digit UBI #)
<u>Joint or Coordinated:</u>		
- Joint Inspection	S 2	J
- Coordinated Inspection		C
<u>Hazardous Conditions:</u>		
- Asbestos	S 3	ASB
- Ergonomics		ERGO
- Env. Tobacco Smoke		ETS2
- Indoor Air Quality		IAQ
- Lead		LEAD
- Pesticides		PEST
- Silica		SIL
- Vector Borne Disease		VBD
- High Voltage Burn		HVB
<u>Imminent Danger:</u>		
- Immediate Restraint	S 4	IR
- Immediate Restraint with Red Tag		IR-##### (Include Red Tag Number)
<u>Specific Industries:</u>		
- Agriculture Industry	S 10	AG (Unprogrammed Inspections)
- Law Enforcement Operations		LAW
<u>Other Special Interest Areas:</u>		
- Controlling Contractor Citation	S 16	STUTE (Only if citation issued)
- Workplace Violence		WPV